



Windham Regional Career Center

Student Chromebook Distribution

Student Acceptable Use Rules

The use of technological tools at the Windham Regional Career Center is a privilege given to those who act responsibly. Within reason, the Windham Regional Career Center will honor personal privacy, freedom of speech, and access to information. Principals, teachers, and school staff reserve, however, the right to review browsing history, files, and communications at any time on a student's Chromebook as well as restrict or remove privileges.

- I am responsible for my own Chromebook. I will take care of it when in public spaces and always be sure it is kept safe. I will not let anyone except my parents/guardians use my Chromebook.
- I will treat others with respect. When communicating with others, I will use appropriate language and images. I will not read, alter, or delete the files of other users. I will not reveal personal information about myself or others.
- I will treat my Chromebook with respect, keep it in good working order, and away from food and liquids.
- When using the Internet, I will only visit appropriate websites and engage in appropriate activities/communications. The guiding rule is: *Anything I feel I need to hide from a parent or teacher should not be created, accessed, or reproduced.*
- I will keep the school case on my Chromebook at all times. I understand that I cannot place any decorations directly on the Chromebook itself or its cover.
- I will represent myself honestly and never login as another user.
- I will follow federal and state laws and all school rules.
- I will follow the teacher's classroom rules and expectations as to how technology is used in the teacher's classroom.
- I will credit sources I use and not plagiarize.
- I will notify the Windham Regional Career Center office immediately in the event of theft, vandalism, unauthorized use or damage to my Chromebook, or if I become aware of any technology problems or violations.
- I will download and install only school-approved or legally purchased, acquired and copyrighted software, documents, music, photographs, illustrations, and games.
- I will provide my passwords to an administrator or other authorized staff member when asked to do so. Failure to do so will result in a mandatory parent meeting and possibly suspension.

I have read and understand these rules and agree to follow them. Failure to follow these rules may result in school consequences, up to and including suspension and loss of my school-issued Chromebook.

Student's Name (Please print): _____

Student's Signature _____ Date: _____

School to Home Acceptable Use Rules Parent & Student Agreement

Home Usage Guidelines:

- Each home may have its own set of rules and guidelines around using the Chromebook at home.
- Screen names should be used for safety purposes; however, users should never set up false accounts in order to pretend to be someone they are not.
- All school rules and responsibilities apply to home use as well.

Student Responsibilities:

1. I understand that my Chromebook is the property of the Windham Regional Career Center and is to be used as a tool for learning.
2. I understand that my browsing history, downloads, and email are all subject to review by authorized school personnel.
3. I will bring my Chromebook to school each day fully charged and ready to use.
4. I am responsible for the care and security of my Chromebook in and out of school.
5. I will not scratch off/remove any serial numbers, school identifying information or permanently alter the Chromebook in any way.
6. I will use the school case on the Chromebook at all times.
7. I will notify a teacher or school staff-member immediately in the event of theft, vandalism, unauthorized use, or damage to my iPad, or if I become aware of any technology problems or violations.

Parent/Guardian Responsibilities:

1. I understand that my student's Chromebook is the property of the Windham Regional Career Center.
2. I understand that the browsing history, software, downloads, and email are all subject to review by authorized personnel.
3. I accept full responsibility for supervision when my child is using the Chromebook in a setting other than school or school-related event. I understand that the teacher/school cannot be held responsible for infractions of the above rules by me, family members, or my child.
4. I recognize that it is impossible to restrict access to all controversial materials. I will not hold the school/teachers responsible for materials acquired over the internet.
5. I understand that WRCC/WSESD is not responsible for any financial loss due to improper use of the Chromebook.
6. I understand that if my child is disciplined or suspended, privileges to use the Chromebook may be restricted to using the Chromebook on campus or not being able to use the Chromebook at all.
7. I understand that the school reserves the right to require full payment of a new Chromebook or cost of repair if my child or any member of my family causes deliberate, malicious, and/or negligent damage to the Chromebook or contributes to or is involved in the theft of the Chromebook. I further understand that the police may be contacted upon such an occurrence.

Any damage or loss should be reported to the Windham Regional Career Center office immediately.

8. My student will notify the Windham Regional Career Center office immediately in the event of theft, vandalism, unauthorized use or damage to the Chromebook, or if we become aware of any technology problems or violations.

9. I promise that my child will return the Chromebook immediately if we move or if my child withdraws from school for any reason during the school year. I understand that if this does not happen within a week of departure that I will be billed for and held legally responsible for paying for the cost of a new Chromebook.

10. I understand that the Chromebook assigned to me must be turned in to the Windham Regional Career Center office at the end of the current school year.

I have read and understand these rules and agree to follow them.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent Name (please print) _____

Windham Regional Career Center does not discriminate on the basis of race, color, national origin, creed, sex, disability, sexual orientation, gender identity, marital status, or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Kate Margaitis, Nondiscrimination Coordinator, Brattleboro Union High School Campus, 131 Fairground Road, Brattleboro, VT 05301 (802) 451-3412 email: kmargaitis@wsesdvt.org

FOR OFFICE USE ONLY: Please initial each line

_____ Student Agreement

_____ Parent/Guardian Agreement

_____ Chromebook distributed

_____ Chromebook returned

Number _____

Date of Distribution: _____

Date Returned: _____

Notes: